

SUBJECT: Memorandum for the Assistant Director for Personnel from the Deputy Director(Administration), subject: "Administration of Travel and Transportation" with 2 Enclosures: Tab #1-Domestic Travel Report and Tab#2-Foreign Travel Report.

1. Subject memorandum is intended to clarify the responsibility of the Chief of Logistics over that part of the Central Processing Branch, Office of Personnel operation which has to do with the arrangements made for official travel and transportation.

2. It is believed that if the Logistics Office is furnished the information asked for in the memorandum, in substantially the form requested, the Chief of Logistics will be better informed than at the present time and will be able to furnish more adequate technical guidance and supervision over transportation and travel matters as required by [REDACTED]

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3. From the information contained on the proposed report forms(Tabs #1 and #2), the Passenger Movement Branch of the Transportation Division will be able to more accurately determine whether or not established Agency policies and procedures are being followed in the procurement and general administration of official travel. An analysis of the information contained on the proposed reports will indicate whether or not the overall business is being properly distributed among the carriers, whether or not Transportation Requests are being used for vouchered fund travel, and whether or not the most economical method of transportation is being used. A great deal of valuable statistical data can also be prepared from the "raw material" contained in the two report forms.

4. In the absence of direct supervision and control over the transportation activities carried out by the Central Processing Branch, I believe that this arrangement will afford the Logistics Office the best opportunity for technical and staff direction of Agency travel and transportation matters.

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[REDACTED]
LO/TD/PMB